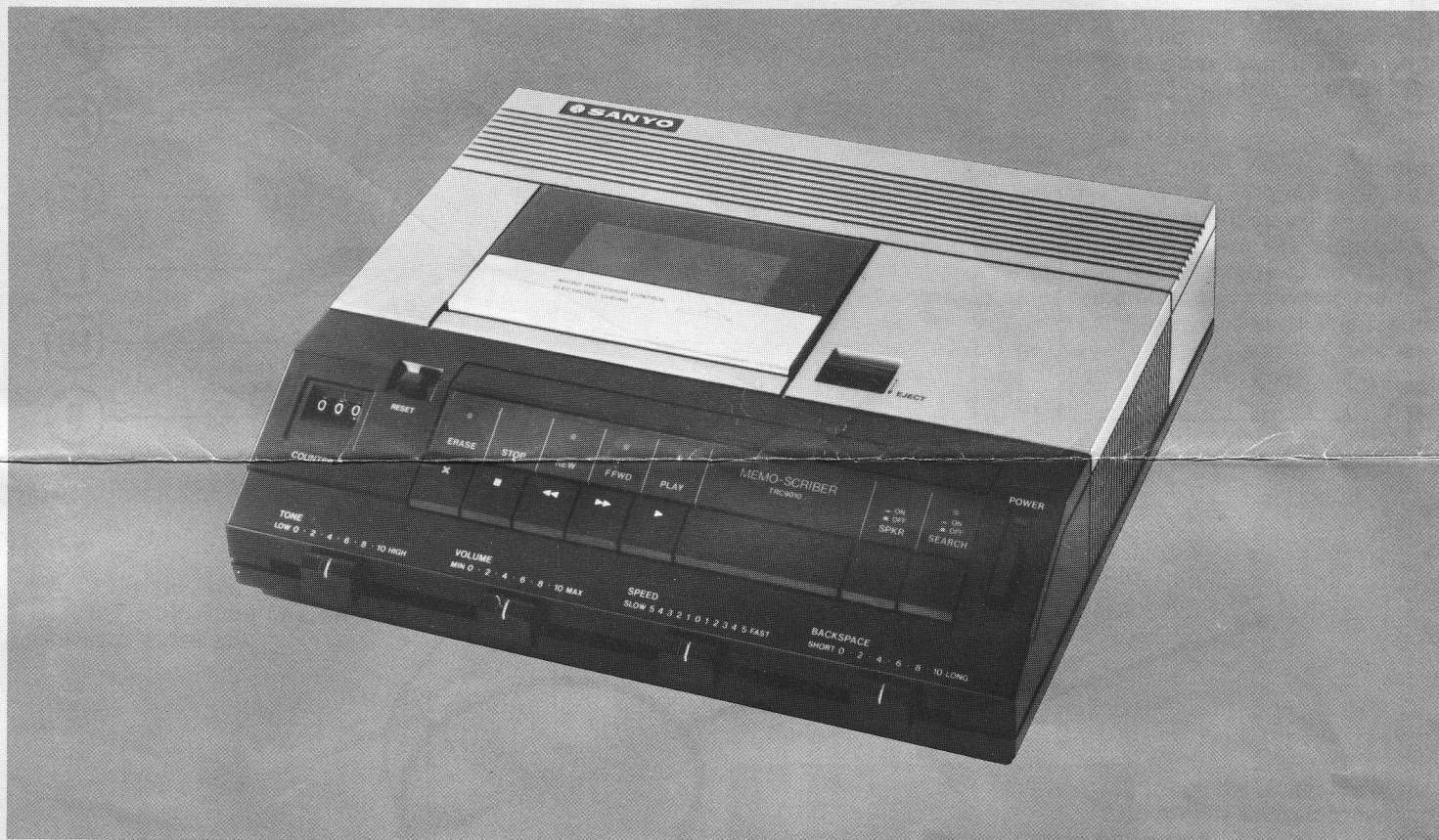




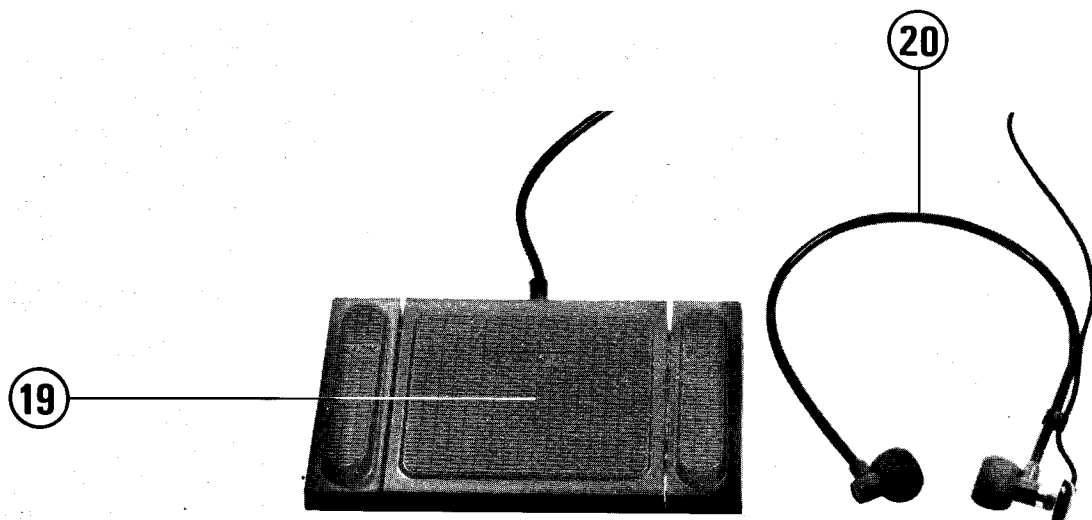
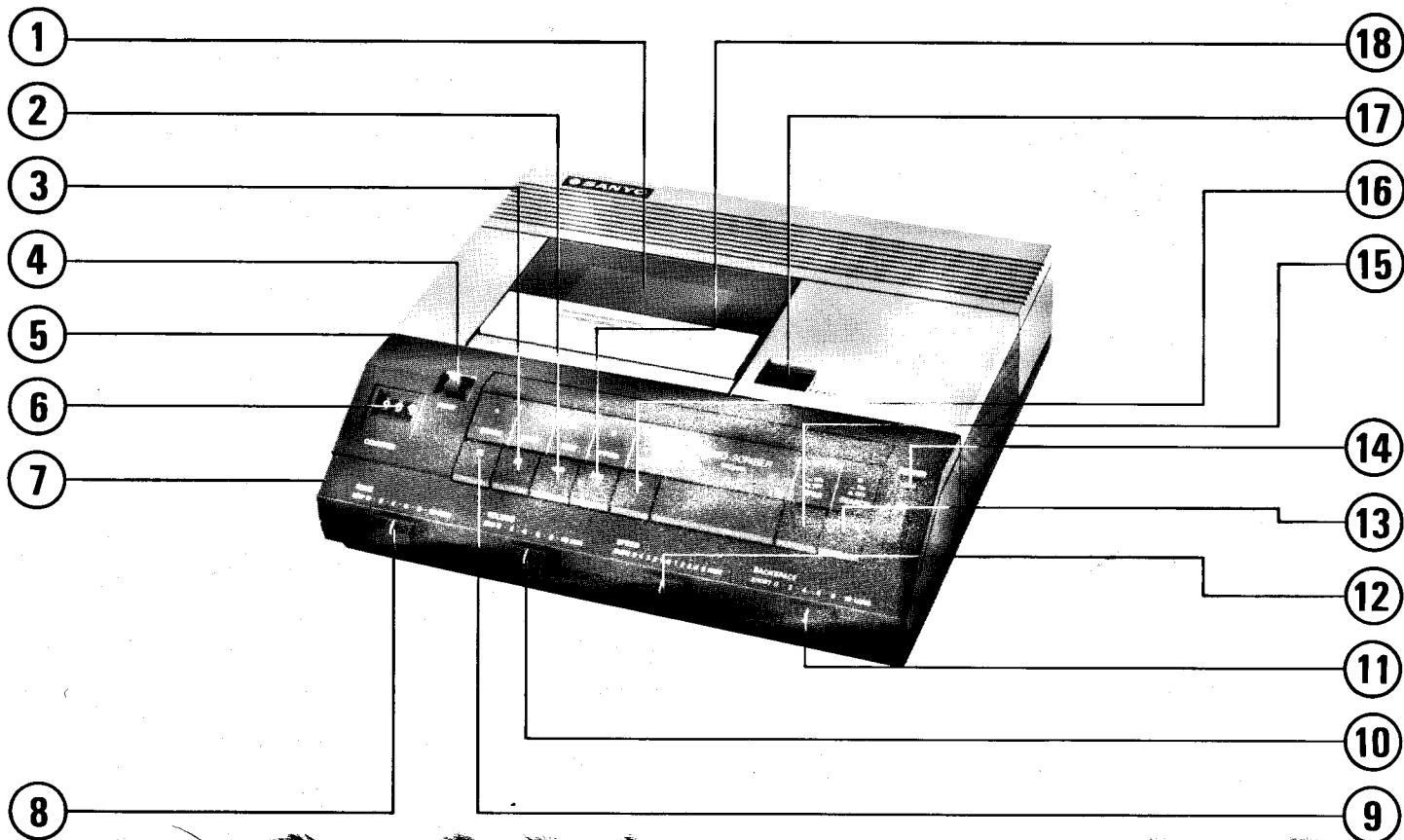
Memo-Scriber



TRC9010

Operating Instructions

CONTROLS

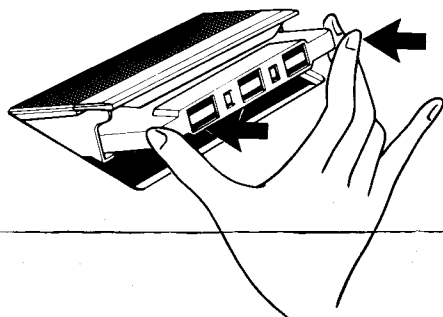
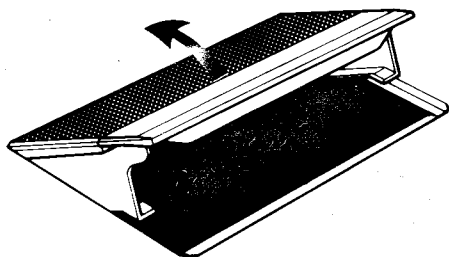
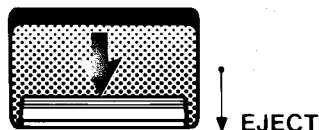


1. Cassette compartment
2. REW (rewind) button
3. STOP button
4. RESET button
5. FOOT CONTROL receptacle
6. COUNTER (tape counter)
7. EAR (eraphone) jack
8. TONE control
9. ERASE button
10. VOLUME control

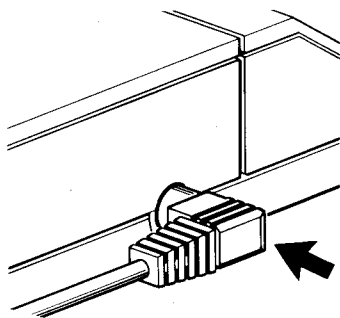
11. BACKSPACE control
12. SPEED control
13. SEARCH ON/OFF button
14. POWER switch
15. SPKR ON/OFF (speaker) button
16. PLAY button
17. EJECT knob
18. FFWD (fast forward) button
19. Foot control
20. Headset

Preparation for Use

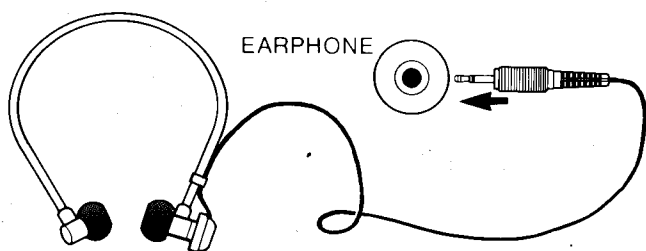
1. Plug the power cord into any standard 120-volt AC outlet and press the POWER switch. The POWER indicator will light.
2. Slide the EJECT knob in the direction of the arrow or facing you. Insert recorded cassette with the full reel to the left and side to be played up.



3. Plug the Foot control into its receptacle on the lower left side of the unit, with the cord running toward the rear of the unit.

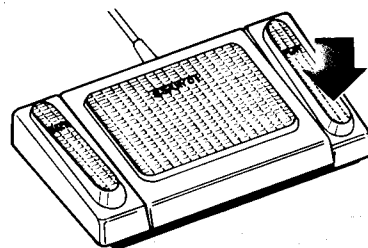


4. Plug the headset into EAR jack, then push the SPKR ON/OFF button to disconnect the built-in speaker. Now you are ready to begin transcription.

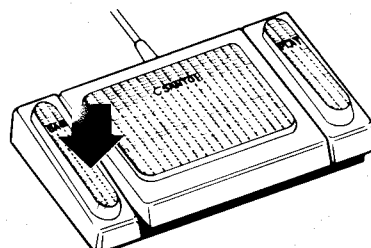


Transcription

1. To begin transcription, press the right side of the Foot control (marked PLAY) and adjust the VOLUME, TONE, SPEED and BACKSPACE controls to the desired level.



2. Press the FFWD button, then press the STOP button when a beep tone is heard. The unit will automatically have scanned to the note or correction. Listen to the note or correction, then rewind the tape to the original portion on the tape.
3. Should you wish to review dictation, release pressure on the right side (marked PLAY) of the Foot control and depress it again. By doing this the tape will automatically backspace according to where the auto backspace control on the unit will allow you to adjust this automatic backspace feature for your convenience. For longer review of dictation, press the left side (marked BACK) of the Foot control and the tape will backspace continuously until the Foot control is released.



4. To pause, release the pressure on the right side of the Foot control. Continue in this start-and-stop method until the transcription is completed.
5. After transcription has been completed, the cassette can be erased by simultaneously pressing both REW and ERASE buttons. When the end of the tape is reached while erasing, a beep tone will be heard. Then press the STOP to stop erasing. Forward erasing can also be made by pressing both FFWD and ERASE buttons.
6. To turn the unit "OFF", depress the POWER switch and release.

Warning Beep Tone

A warning beep tone will be heard in the following cases;

1. No cassette warning: A beep tone sounds if there is no cassette in operating mode.
2. End of tape warning: A beep tone sounds when the end of the tape is reached in all operating modes.

Maintenance

CAUTION:

For your personal safety, be sure to disconnect the AC line cord before you proceed with cleaning the machine.

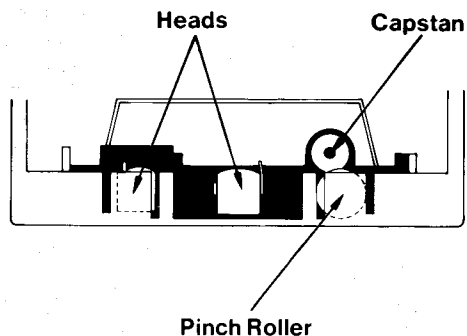
Head Cleaning

To assure continued high performance, periodically clean the heads, the pinch roller and the capstan whenever dust and red-brown oxide particles have accumulated.

These particles may be removed with a cotton swab moistened in isopropyl alcohol or special head-cleaning fluid.

To do this properly, slide the EJECT knob toward you. The cassette compartment lid will open.

Carefully rub the face of the heads and also the surface of the capstan and the pinch roller.



Cabinet Cleaning

Use a clean soft cloth moistened with plain lukewarm water. Never use benzol, benzine, alcohol or other strong chemical cleaners since these could damage the finish of your unit. It is important that no liquid penetrates inside the unit.